

Equity in Educational Land-Grant Status Act of 1994 (Tribal Colleges Extension Services) Program

FY 2003 Request for Applications

APPLICATION DEADLINE: **March 31, 2003**



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

SUMMARY: The Cooperative State Research, Education, and Extension Service (CSREES) requests applications for the Equity in Educational Land-Grant Status Act of 1994 (Tribal Colleges Extension Services) Program for fiscal year (FY) 2003 which provides funding for the 1994 Land-Grant Institutions to conduct non-formal education and outreach activities to help meet the needs of the Native American people and to provide essential services to their communities. CSREES anticipates approximately \$3,142,000 will be available for support of this program in FY 2003.

This request for applications identifies the objectives for Tribal Colleges Extension Services Program projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a Tribal Colleges Extension Services grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next Request for Applications (RFA) for this program.

DATES: Applications must be received by close of business (COB) on March 31, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding. Comments regarding this RFA are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

ADDRESSES: The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is: Tribal Colleges Extension Services Program; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; Room 1420, Waterfront Centre; 800 9th Street, S.W.; Washington, D.C. 20024; Telephone: (202) 401-5048.

Applications sent via the U.S. Postal Service must be sent to the following address: Tribal Colleges Extension Services Program; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2245; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2245.

Written stakeholder comments should be submitted by mail to: Policy and Program Liaison Staff; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2299; or via e-mail to: RFP-OEP@reeusda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Tribal Colleges Extension Services Program RFA.

FOR FURTHER INFORMATION CONTACT: Applicants and other interested parties are encouraged to contact Joan F. Gill; National Program Leader; Science and Education Resources Development Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2250; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2250; Telephone: (202) 720-6487; Fax: (202) 720-4924; E-mail: jgill@reeusda.gov.

STAKEHOLDER INPUT: CSREES is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the

Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted as provided for in the **Addresses** and **Dates** portions of this Notice.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance as 10.500, Cooperative Extension Service.

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PART I--GENERAL INFORMATION

A. Legislative Authority and Background

This program is authorized under Section 534(b) of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), as amended by AREERA (7 U.S.C. 7601). This section amends Section 3 of the Act of May 8, 1914 (Smith-Lever Act) (7 U.S.C. 341 et seq.), as amended. Under this authority, appropriated funds are to be awarded to the 1994 Land-Grant Institutions for Extension work and funds are to be distributed on the basis of a competitive application process.

B. Purpose, Priorities, and Fund Availability

This program provides funding to (1) increase Extension program capacity at 1994 Institutions; and (2) address special needs, take advantage of important opportunities, and/or demonstrate long-term sustained benefits of Extension projects at 1994 Institutions. Awards will be made to support one or more of the following Extension base program areas: Agriculture; Community Resources and Economic Development; Family Development and Resource Management; 4-H and Youth Development; Leadership and Volunteer Development; Natural Resources and Environmental Management; and Nutrition, Diet and Health (see Part II, C. for descriptions).

There is no commitment by USDA to fund any particular application or to make a specific number of awards. CSREES anticipates that approximately \$3,142,000 will be available for support of this program in FY 2003. Approximately \$2,635,000 is expected to be available to fund projects that increase Extension program capacity, and the remainder will be awarded to Extension special emphasis projects.

C. Eligibility

Only the 1994 Land-Grant Institutions are eligible to submit applications. The 1994 Land-Grant Institutions are: Bay Mills Community College, Blackfeet Community College, Cankdeska Cikana Community College, Chief Dull Knife College, College of the Menominee Nation, Crownpoint Institute of Technology, D-Q University, Diné College, Fond du Lac Tribal and Community College, Fort Belknap College, Fort Berthold Community College, Fort Peck Community College, Haskell Indian Nations University, Institute of American Indian Arts, Lac Courte Oreilles Ojibwa Community College, Leech Lake Tribal College, Little Big Horn College, Little Priest Tribal College, Nebraska Indian Community College, Northwest Indian College, Oglala Lakota College, Salish Kootenai College, Si Tanka/Huron University, Sinte Gleska University, Sisseton Wahpeton Community College, Sitting Bull College, Southwest Indian Polytechnic Institute, Stone Child College, Turtle Mountain Community College, United Tribes Technical College, and White Earth Tribal and Community College.

Awards will be made directly to applicant institutions. Grantees may administer these funds through cooperative agreements with 1862 and/or 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State College. Award recipients may subcontract to

organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

D. Indirect Costs

Indirect costs are unallowable costs, and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

E. Matching Requirements

Matching funds are not a requirement under this program and matching resources will not be factored into the review process as evaluation criteria.

F. Funding Restrictions

Under the Tribal Colleges Extension Services Program, the use of grant funds to plan, acquire, or construct a building or facility, or to acquire land, is not allowed. With prior approval, in accordance with the cost principles set forth in OMB Circular No. A-21, grant funds may be used to purchase equipment, or for improvements, alterations, renovations, or repairs to land, buildings, or equipment, deemed necessary to retrofit existing spaces and resources in order to carry out a funded project under this grant. However, requests to use grant funds for such purposes must demonstrate that such expenditures are incidental to the major purpose for which the grant request is made and no more than twenty-five percent (25%) of the project budget may be used to purchase equipment. Any equipment purchased with Federal funds is the property of the grantee or the subgrantee, as appropriate.

G. Types of Applications

In FY 2003, applications may be submitted to the Tribal Colleges Extension Services Program as one of the following two types of requests:

1. New application. This is a project application that has not been previously submitted to the Tribal Colleges Extension Services Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part IV--Review Process.

2. Renewal application. This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications. All appropriate progress reports should be on file with the program contact (see Section 9 of the Terms and Conditions B", which you should have received with the original award.) Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in the appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

PART II--PROGRAM DESCRIPTION

A. Project Types

A separate application must be submitted for each project and for each category of award (according to the guidelines in Part III). Each eligible applicant (as defined in Part I, C.) may submit one (1) application under the “Increase Extension Program Capacity” category. There is no limit to the number of applications that an eligible applicant may submit under the “Extension Special Emphasis Projects” category.

CSREES anticipates allocating program funds between the categories of awards according to the estimates below, but reserves the right to reallocate funds between the projects according to the merit of proposed projects. The following restrictions apply based on the category of award:

1. Increase Extension Program Capacity

Approximately \$2,635,000 is expected to be available to fund projects that increase Extension program capacity. An applicant for this category of award may request up to \$85,000. The project period may not exceed one (1) year.

2. Extension Special Emphasis Projects

Approximately \$507,000, plus any funds that may not have been awarded in the “Increase Extension Program Capacity” category, is expected to be available to fund Extension special emphasis projects. An applicant for this category of award may request a total of up to \$100,000. The project period may not exceed three (3) years.

B. Applicant Merit Review Requirement

Section 103(e) of AREERA (7 U.S.C. 7613(e)) requires land-grant recipients to arrange a merit review of their proposed Extension activities prior to an award being made. “Merit review” is defined as “an evaluation of a proposed project or elements of a proposed program whereby the technical quality and relevance to regional or national goals are assessed. Merit reviewers may not include principals, collaborators or others involved in the preparation of the application under review.” As a condition of the award, applicants must certify that a merit review of their proposal has been performed and that the review met the intent set forth in the above guidelines (see Part III, B., 15.).

C. Program Area Description

In FY 2003, CSREES is soliciting Tribal Colleges Extension Services Program applications for two separate categories of projects: 1) projects that seek to increase Extension program capacity at 1994 Land-Grant Institutions; and 2) Extension special emphasis projects. Extension special emphasis projects must address special needs, take advantage of important opportunities, and/or demonstrate long-term sustained benefits of Extension projects at 1994 Institutions. Projects which build upon other planning and implementation concepts that relate to the Cooperative Extension System base programs will be considered for funding. However, objectives funded by other agencies are not eligible for funding under this program.

All proposed projects should support the long-range goals of participating 1994 Institutions. Applicants who have received Tribal Colleges Extension Program support in prior years, must submit information about the results from prior funding (see Part III, B. 5.). This information will be used in the review of applications (as described in Part IV, B.).

Comment: Page: 8
Have I got this right?

In FY 2003, for each category of award funded (see Part II, A.), the Tribal Colleges Extension Services Program will make awards in support of at least one of the Extension base program areas described below. The scope of projects eligible for support includes:

1. Agriculture

Educational programs emphasize systems approaches that maintain and enhance profitability through the application of sound crop and animal production practices, farm business management, marketing techniques, decision making skills, and environmental considerations. These problem-oriented programs transfer the latest proven technologies to clients and promote optimum use of resources consistent with environmental and family goals.

2. Community Resources and Economic Development

Educational programs target development of all community resources, and emphasize economic viability. The purpose is to teach comprehensive community economics analysis to help communities create strategies to strengthen existing employers, attract new enterprises, and encourage local entrepreneurship. Program topics include community services and facilities, housing, and human development through leadership and public policy awareness.

3. Family Development and Resource Management

These programs help individuals and families strengthen their competencies to become healthy, productive, financially secure, and environmentally responsible members of society. Education is targeted to: improve the management of resources, including money, time, apparel, housing and energy; strengthen individual and family relationships; advance the quality of care for children; and maximize the independence of the elderly.

4. 4-H and Youth Development

Activities focus on building lifelong learning skills that develop youth potential. This extensive set of programs is designed to engage youth in healthy learning experiences, including experiences that build self-esteem and improve problem-solving skills. Programs address stress management, self-productive skills, parent-teen communication, personal development, careers, outreach and interchange, and global understanding. A wide range of content offerings encourages youth to explore science, technology, and citizenship and to apply their new perspectives to issues confronting their world today.

5. Leadership and Volunteer Development

These programs emphasize the development of life skills, especially leadership. Leadership and volunteer programs empower participants to improve their self-esteem and life skills and to strengthen the communities in which they live and work. Volunteers multiply program impacts, expand public policy education, and improve community organization and leadership.

6. Natural Resources and Environmental Management

Activities focus on the management, use, and sustainability of natural resources, with special attention to environmental stewardship and biodiversity. Programs encompass: soil, water, air, and plant management; fish and wildlife management, aquaculture, conservation, and forestry; sustainable use and management of rangelands, wetlands, and wildlands; land-use planning; and use of information systems.

7. Nutrition, Diet, and Health

Educational programs provide individuals and families with a knowledge base with which to make informed decisions about food, nutrition, and health. Objectives include helping people: achieve and maintain optimum weight and reduce their risk of chronic disease; give birth to healthy babies; practice responsible and healthy self-care; and improve their abilities, as consumers, to make informed choices relating to food safety, quality, and composition. Programs are shaped by the dramatic changes in U.S. family structure and lifestyle and are targeted for the nutritionally vulnerable.

PART III--PREPARATION OF AN APPLICATION

A. Program Application Materials

Program application materials are available at the CSREES Funding Opportunities web site (<http://www.reeusda.gov/1700/funding/ourfund.htm>). If you do not have access to the web page or have trouble downloading material and you would like a hard copy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the Equity in Educational Land-Grant Status Act of 1994, Tribal Colleges Extension Services Program. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to psb@reeusda.gov. State that you want a copy of the RFA and the associated application forms for the Equity in Educational Land-Grant Status Act of 1994, Tribal Colleges Extension Services Program.

B. Content of Applications

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

- (a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and double spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).
- (b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.
- (c) Staple the application in the upper left-hand corner. Do not bind. An original and ten (10) copies (eleven (11) total) must be submitted in one package, along with two (2) additional copies of the "Project Summary," Form CSREES-2003, as a separate attachment.
- (d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.
- (e) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)

- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Results from Prior Support (if applicable)
- (5) Project Description
- (6) References
- (7) Appendices to Project Description
- (8) Key Personnel
- (8) Collaborative Arrangements (including Letters of Support)
- (10) Conflict-of-Interest List (Form CSREES-2007)
- (11) Budget (Form CSREES-2004)
- (12) Budget Narrative
- (13) Current and Pending Support (Form CSREES-2005)
- (14) Assurance Statement(s) (Form CSREES-2008)
- (15) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (16) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

2. Proposal Cover Page (Form CSREES-2002)

Page A

Each copy of each grant application must contain a "Proposal Cover Page", Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing Project Directors (PDs) and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the "Proposal Cover Page" form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the "Proposal Cover Page" and Page B, which is the "Personal Data on Project Director."

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.

(b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as “investigation of,” “research on,” “education for,” or “outreach that” should not be used.

(c) Program to Which You Are Applying (Block 8.). Enter Tribal Colleges Extension Services Program. The program area (i.e., name of the program component) and number are not used for this program, therefore, there is no need to enter anything else.

(d) Type of Request (Block 14.). Check the block for “New” or “Renewal”.

(e) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(f) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

Page B

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Proposal Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a “Project Summary,” Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of

Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the Tribal Colleges Extension Services Program. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

5. Results from Prior Support

Applicants who have received Tribal Colleges Extension Program support within the last four years, must submit information about the results from this funding. All projects receiving funds within this timeframe must be included. This information will be used in the review of applications (see Part IV, B.). It is limited in length to two (2) pages and should include: the award number, amount and period of support, title of the project, a summary of the results of the completed work, and long-term effects of these results (especially the project's impact on the community).

6. Project Description

PLEASE NOTE: The Project Description shall not exceed twenty (20) pages of written text. This maximum has been established to ensure fair and equitable competition.

Where appropriate, applicants should indicate the level of effort to be invested by an individual institution or in collaboration between or among institutions. The Project Description must state and address each of the following items:

- (a) Situational Statement, Goals Statement and Statement of Program Objectives.
- (b) Target Audience and Geographic Description of the Area to be Served.
- (c) Statement of Approach: Include major strategies to be undertaken; planned innovations to be launched; materials and technology to be used; training to be provided; partnerships and collaborative efforts (both internal and external) to be pursued; and linkages to other programs and projects, where appropriate.
- (d) Project Review and Evaluation: Include plans for measuring the extent to which a project: is successful in improving Extension programs in one or more of the Extension base program areas (described in Part II, C. of these application guidelines); helps to achieve the 1994 Institutions' long-range goals; and improves collaborations among 1994, 1862 and 1890 Institutions in serving the targeted audience.
- (e) Explanation for Extension Special Emphasis Project Consideration (for Extension special emphasis project applications only): While not required, a clear explanation as to why the proposed project merits consideration as an Extension special emphasis project

is strongly encouraged. Consider including (but do not limit to): how collaborative efforts will enhance program planning, delivery and evaluation strategies; the proximity of proposed project goals and existing long-term goals of the institution(s) and/or unit(s) responsible for program implementation; and the extent to which the project includes proposed plans for effective replication in other States and tribal communities.

7. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

8. Appendices to Project Description

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent page limitations.

9. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) Vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four (4) years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also list only those non-refereed technical publications that have relevance to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

10. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

11. Conflict-of-Interest List (Form CSREES-2007)

A “Conflict-of-Interest List,” Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item 9.(b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) all co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

12. Budget

(a) Budget Form (Form CSREES-2004)

Prepare the Budget, Form CSREES-2004, in accordance with instructions provided with the application forms. A budget form is required for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants also must include a budget narrative to justify their budget requests (see section (b) below.) The amount of funds requested by an individual institution or in collaboration between or among institutions, including any amount to be subawarded, must be clearly outlined on the budget forms and in the budget narrative.

(b) Budget Narrative

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the budget form.

13. Current and Pending Support (Form CSREES-2005)

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response to item 9.(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to

the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. **Please note that the project being proposed should be included in the pending section of the form.**

For each individual identified as key personnel, the total commitment of time devoted to the project, when combined with time for teaching, research, other sponsored agreements, and other employment obligations to the institution, must not exceed 100 percent of the normal workload for which the employee is compensated, in accordance with established institutional policies and applicable Federal cost principles.

14. Assurance Statement(s) (Form CSREES-2008)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

(a) Recombinant DNA or RNA Research

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

(b) Animal Care

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

(c) Protection of Human Subjects

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the “yes” box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

15. Certifications

By signing Form CSREES-2002, the AOR of the applicant institution is providing the required certification that the full proposal has received a credible and independent merit review arranged by the institution.

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

16. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, “NEPA Exclusions Form,” must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant’s opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

C. Submission of Applications

1. When to Submit (Deadline Date)

Applications must be received by COB on March 31, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

2. What to Submit

An original and ten (10) copies of the application must be submitted. In addition, two (2) copies of the application's Project Summary must be submitted. All copies of the application and the Project Summary must be submitted in one package.

3. Where to Submit

Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

Tribal Colleges Extension Services Program
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
Room 1420, Waterfront Centre
800 9th Street, S.W.
Washington, D.C. 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

Tribal Colleges Extension Services Program
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2245
1400 Independence Avenue, S.W.
Washington, D.C. 20250-2245

D. Acknowledgment of Applications

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the program contact. Once the application has been assigned an application number, please cite that number on all future correspondence.

PART IV--REVIEW PROCESS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, Extension, or education fields, taking into account the following factors: (a) the level of relevant formal scientific, technical education, or Extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or Extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or Extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

The scope of work proposed in an application will be examined to ensure that it is relevant to the Extension base program area(s) (outlined in Part II, C.), and that it takes advantage of participating Land-Grant Institutions' capacities for achieving overall excellence in Extension work.

The evaluation criteria and weights, below, will be used in reviewing applications submitted in response to this RFA:

| Evaluation Criteria | Weight |
|--|---------------|
| Extent to which case for overcoming a problem or taking advantage of an opportunity is established | 20% |
| Sufficiency of focus; availability of critical mass of leadership and resources to undertake activity | 20% |
| Inclusion of realistic methodology for evaluating outcomes of the project | 15% |
| Extent to which results from prior support have met stated program objectives and goals. (For institutions that received funds within the last four years under this program only. Institutions that received no funding, funding in fewer than four years, or funding under one category only will not be penalized.) | 15% |
| Cost-effectiveness of project approach | 10% |
| Extent to which proposed project encourages partnership ventures | 10% |
| Inclusion of sound quality-control measures | 10% |

After an application is reviewed, it may be necessary to negotiate such aspects as project approaches, elements, budget items, etc. CSREES staff will work with PDs to ensure that a successful application is adequate, clear, and focused, and that support for carrying out the proposed project is sufficient.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current version of the Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, VA 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants. At the end of the fiscal year, names of panelists will be made available in such a way that the panelists cannot be identified with the review of any particular application.

PART V--AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

C. Award Document and Notice of Award

The award document will provide pertinent instructions and information including, at a minimum, the following:

1. Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
2. Title of project;
3. Name(s) and institution(s) of PDs chosen to direct and control approved activities;
4. Identifying award number assigned by the Department;
5. Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;

6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority(ies) under which the award is issued;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
10. Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

PART VI--ADDITIONAL INFORMATION

A. Access To Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed upon request.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

2. Changes in Project Plans

(a) The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

(d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

(e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Expected Program Outputs and Reporting Requirements

Annual performance reports are due 90 days after the anniversary date of the award and should be submitted to the program contact identified in the award. Annual performance reports must include the following information: (a) a comparison of actual accomplishments with the goals established for the reporting period (where the output of the project can be expressed readily in numbers, a computation of the cost per unit of output should be submitted, if the information is considered useful); (b) if established goals were not met, the reasons; and (c) additional pertinent information including, when appropriate, analysis and explanation of cost overruns or unexpectedly high unit costs.

A final technical report must be submitted to the USDA program contact person within 90 days after the expiration date of the project. The expiration date is specified in the award documents and modifications thereto, if any. Generally, the final technical report should be a summary of the completed project, including: (a) a review of project objectives and accomplishments; (b) a description of outcomes resulting from the project and activities undertaken to disseminate these outcomes; (c) an explanation of partnerships and collaborative ventures that resulted from the project, including future initiatives that are planned as a result of the project; (d) a description of the project's impact on the PD(s), the institution(s) involved, and the community; and (e) any pertinent data on project personnel and beneficiaries. The final technical report also must contain any other information specified in the terms and conditions of the award.

D. Applicable Federal Statutes and Regulations

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A--USDA implementation of the Freedom of Information Act.

7 CFR Part 3--USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A--USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 3015--USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017--USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018--USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019--USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052--USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407--CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute)-- prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq.--Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

E. Confidential Aspects of Applications and Awards

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

F. Regulatory Information

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of

information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

G. Definitions

For the purpose of this program, the following definitions are applicable:

1862 Institution or *1862 Land-Grant Institution* means one of those institutions eligible to receive funds under the Act of July 2, 1862 (12 Stat. 503, chapter 130; 7 U.S.C. 301 et seq.).

1890 Institution or *1890 Land-Grant Institution* means one of those institutions eligible to receive funds under the Act of August 30, 1890 (26 Stat. 419, chapter 841, 7 U.S.C. 321 et seq.) including Tuskegee University.

1994 Institution or *1994 Land-Grant Institution* means one of those institutions (named in the “Eligibility” section of this solicitation) as defined in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note) as amended. These institutions are commonly referred to as Tribal Colleges or Tribal Universities.

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized Departmental Officer (ADO) means the Secretary or any employee of the Department who has the authority to issue or modify award instruments on behalf of the Secretary.

Authorized Organizational Representative (AOR) means the official who has the authority to commit the resources of the institution.

Grant means the provision of funds by the Secretary to an entity to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these application guidelines.

Grantee means the 1994 Institution designated in the award document as the responsible legal entity to which an award is made.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or *USDA* means the United States Department of Agriculture.

Peer Reviewers means experts or consultants qualified by training and experience to give expert advice on the scientific and technical merit of grant applications or the relevance of those applications to one or more of the application evaluation criteria. Peer reviewers may be ad hoc or convened as a panel.

Project Director means the individual designated in the award application and approved by the Secretary who is responsible for the direction and management of the project.

Prior approval means written approval evidencing prior consent by an ADO as defined above.

Project means the particular activity within the scope of the program supported by an award.

Project period means the period, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.